	<b>Agency Name</b>	Department of Social Services (DSS)
	<b>Chapter No./Name</b>	DSS Policy Manual
	<b>Part No./Name</b>	1/Administrative/Fiscal
	<b>Section No./Name</b>	1-08/Payment for Registration and Tuition Fees
	<b>Document No./Name</b>	1-08/Payment for Registration and Tuition Fees
	<b>Effective Date</b>	02/11/09

## I. POLICY STATEMENT

This policy is to ensure that the DSS Division of Fiscal Services may better account for transactions involving registration and tuition fees.


## II. PROCEDURES

### A. Payment of \* Vendor\*\* Registration Fees \*\*\*/Payment of Tuition Fees

1. The Purchase Order Section in the DSS Division of Fiscal Services processes requests for payment \*\*\*or reimbursement of tuition fees \*and requests for advance payment of registration fees to the vendor \*\*. \*\*\*
2. Payment requests should be submitted \*on form PMF-108 ([Adobe version/Word Version](#)) \*\* to the Purchase Order Section at:  
  
DSS Division of Fiscal Services  
Payment Management  
P.O. Box 3927  
Baton Rouge, LA 70821
3. \*Division Directors are encouraged to request registration fees in advance to the vendor and not burden the employee with incurring the expense. Registration fees may be paid using the LaCarte Card (refer to [DSS Policy 1-19](#)), the Corporate Business Account, or the Corporate Travel Card (refer to [DSS Policy 1-21](#)), if the card is accepted by the vendor\*\*.

### B. Payment of \*Employee Reimbursement Registration Fees \*\*

1. The Travel Section in the DSS Division of Fiscal Services processes \*employee\*\* requests for \*reimbursement\*\* of registration fees. \*\*\*
2. \*Requests\*\* for advance payment or reimbursement of registration fees \*\*\* should be submitted \*on [Travel Expense Account \(TE\) Form](#)\*\* to the Travel Section at:  
  
DSS Division of Fiscal Services  
Travel Section  
P.O. Box 3927  
Baton Rouge, LA 70821
3. If it is necessary to secure advance payment of registration fees \*\*\*, the prepaid fees should be reflected as an advance payment when submitting the [Travel Expense Account \(TE\) Form](#).

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Any questions regarding these procedures should be directed to the Payment Management Section at 225-342-4196.